



## **OFFICE OF THE DISTRICT ATTORNEY**

### **HUMAN RESOURCES DIVISION**

201 North Figueroa Street, Suite 1300 • Los Angeles, CA 90012

T: (213) 202-7730 • F: (213) 202-6084



#### ***Vacancy Notice***

#### ***Restricted to Permanent Employees of Los Angeles County***

### **PROCUREMENT ASSISTANT II**

#### **Bureau of Administrative Services Property Management & Support Services**

**ABOUT THE POSITION:** The Los Angeles County District Attorney's Office is seeking a highly motivated, well-organized, and professional individual to fill a Procurement Assistant II vacancy in the Bureau of Administrative Services, Property Management and Support Services Division, Procurement Unit. This position performs a wide range of procurement duties such as purchasing, planning and assigning; training and instructing staff; and act as a back-up supervisor.

#### **DESIRABLE QUALIFICATIONS:**

- Excellent oral and written communication, grammar, language, and organizational skills.
- Excellent customer service skills and telephone etiquette.
- Proficiency with computer skills and knowledge of computer programs (e.g., Microsoft Word, Excel, Access, PowerPoint, and Lotus Notes).
- Ability to process delivery order and purchase within delegated authority order through the e-CAPS system.
- Ability to process requests for miscellaneous facilities furniture, services, and supplies.
- Ability to process various Internal Services Division (ISD) services and supplies requisitions.
- Ability to prepare specifications; order badges, vehicles, body armor, ammunition, and other law enforcement related materials.
- Ability to resolve complex invoices from various vendors and purchasing issues between buyers and vendors.
- Ability to lead, train, and instruct support staff.
- Ability to effectively interact with the public, law enforcement, and several types of vendors.

**ACCEPTING RESUMES FROM:** Only permanent employees of Los Angeles County currently holding the payroll title of Procurement Assistant II may apply. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, and copies of the last two performance evaluations. Only the most qualified employees will be invited for an interview.

#### **PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:**

Kathleen Cantu  
Supervising Administrative Assistant II  
201 North Figueroa Street, Suite 1300  
Los Angeles, CA 90012  
Telephone: (213) 202-7645  
Fax: (213) 202-6088  
E-mail: [kcantu@da.lacounty.gov](mailto:kcantu@da.lacounty.gov)

**NO LATER THAN: WEDNESDAY, JANUARY 28, 2015**

**\*\*THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION\*\***